



**Benefit Services Division**  
P.O. Box 942711  
Sacramento, CA 94229-2711  
(888) 225-7377  
TDD - (916) 795-3240; FAX (916) 795-3933

Reply To: Section 415  
Refer To: SSA#

January 28, 2005

TO: (Agency name)

From: Benefit Services Division

Subject: (Member name)  
(Member SSA#)

This is to advise you that an application for Service Retirement is being processed for the above member.

You will receive letter PERS-BAS-62, Notice of Placement on Retirement Roll, after the member is placed on the retirement roll. This letter will provide the employees' effective retirement date and the number of sick leave days that were included in the employee's retirement calculation.

Please provide your employee with information concerning continuation of health and dental benefits into retirement, if applicable.

Note: If the employee is eligible to continue his/her dental coverage, a new dental enrollment form must be submitted to:

CalPERS, Benefits Services Division  
Attn: Warrant/Roll Support Unit #468  
PO Box 942716  
Sacramento, CA 94229-2716

For information regarding health and dental eligibility or enrollment processing procedures for annuitants, please refer to your Health Benefits Procedure Manual or contact Health Benefit Services Division toll free at (888) CalPERS (225-7377).